

INFORMATIONAL LETTER NO. 2176-MC-FFS

DATE: October 9, 2020

TO: Iowa Medicaid Enrolled Home- and Community-Based Services (HCBS) Waiver and Habilitation Providers

APPLIES TO: Managed Care (MC) and Fee-for-Service (FFS)

FROM: Iowa Department of Human Services (DHS), Iowa Medicaid Enterprise (IME)

RE: 2020 Provider Quality Management Self-Assessment

EFFECTIVE: Upon Receipt

The 2020 Home- and Community-Based Services (HCBS) Provider Quality Management Self-Assessment process is underway. HCBS providers enrolled in these services are required to complete the Self-Assessment:

Adult Day Care, Agency Consumer-Directed Attendant Care (CDAC), Assisted Living Service, Behavior Programming, Counseling, Day Habilitation, Elderly Waiver Case Management, Family and Community Support Services, Family Counseling and Training, Home-Based Habilitation, In-Home Family Therapy, Interim Medical Monitoring and Treatment (IMMT), Mental Health Outreach, Prevocational, Residential-Based Supported Community Living (RBSCL), Respite, Supported Community Living (SCL), and Supported Employment (SE).

Both the completed Self-Assessment and Address Collection Tool forms must be received by the IME no later than December 1, 2020. Failure to submit both of the required documents by December 1, 2020, will jeopardize your agency's Medicaid enrollment.

The 2020 Self-Assessment form and a training webinar are available on the DHS [website](https://dhs.iowa.gov/ime/providers/enrollment/provider-quality-management-self-assessment)¹. The training is required for providers newly enrolled since October 2019 and for individual staff who are new to the self-assessment process.

The Self-Assessment and Address Collection Tool have not changed from 2019; therefore, providers have the option to review and update their 2019 materials, including

¹ <https://dhs.iowa.gov/ime/providers/enrollment/provider-quality-management-self-assessment>

Section F. Direct Support Professional Workforce Data Collection, and obtain new signatures for submission this year. **Any 2019 forms that have not been updated and do not contain current, valid signatures for 2020 will be returned.** As in previous years, blank copies of the Address Collection Tool will be emailed out to the contacts listed on last year's self-assessment tool if a new copy of the form is needed by your agency.

Should you have additional questions after viewing the training regarding this letter or the Self-Assessment and Address Collection Tool, direct these questions to your regional HCBS Specialist. Specialists are assigned based on the county where the parent agency is located. To locate a list of the regional specialists and their contact information, visit the DHS [website](#)².

² <https://dhs.iowa.gov/ime/members/medicaid-a-to-z/hcbs/hcbs-contacts>